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EVALUATIVE CRITERIA FOR A COUNTY EXTENSION PROGRAM

Directions

A county committee, the county extension staff, and the extension supervisors can use this procedure to evaluate a county extension program.

Select the period of time for which you wish to evaluate your program. The device may be used annually to appraise the year's program or could be used at longer intervals.

The attached section of the device may be used to judge the planning and the county extension program.

This section will need to be studied before beginning your evaluation. This is necessary in order that you may collect the information you will need to judge your program.

In this section you will find four criteria or characteristics of good planning and evaluation in a county program.

Under each of the criteria is suggested the Information Needed to judge how well this characteristic or criterion is being met.

Next is a set of one or more Items which describe the best conditions that would exist if the criterion is being met. Not all of these items may be necessary for a good county extension program. Your county program may lack some of the items and have others which seem to take their place. Space is provided for including an additional item.

Each item is to be marked with a number. These numbers have no mathematical value but are suggested to help make easier the rating of each item. Use the information you have collected to decide what the marking should be.

The numbers and their use follow:

4. If the condition or provision is carried out to a very satisfactory degree.
3. If the condition or provision is carried out for the most part to a satisfactory degree.
2. If the condition or provision is present to some extent but only fairly well carried out.

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2. If the condition or provision is present to a slight degree and carried out very poorly.

0. 0. If the condition or provision does not exist.

To decide how well each criterion is met in your county program, use your personal observation and judgment, in light of the information you have from the marked items, plus any other evidence you have.

Answer each Evaluative Question using the following scale:

Excellent if the characteristic is present and functioning nearly perfectly.

Good if the characteristic is present and functioning well, though not completely.

Average, if the characteristic is reasonably well present and functioning fairly well.

Poor if the characteristic is only partially present and not functioning well.

Very poor if the characteristic is not present.

Section I.

Planning the Program

1. Selection of objectives.

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Criterion: Objectives for the county extension program should be set up for each year and for a long-time program (three to five years) to meet outstanding needs and interests of the people in the county.

Information needed:

1. A list of the needs believed to be especially important in your county.
2. A list of those needs that an educational program might help the people to meet.
3. A list of the objectives for the year of the county extension program in the county.
4. A list of objectives that have been set up for three to five years in advance.

Items:

- _____ 1. Needs of special importance this year were considered when objectives were determined.
- _____ 2. Needs of a majority of the people in the county were considered.
- _____ 3. Expressed interests of the people were found and considered when goals were set up.
- _____ 4. Objectives for the year were set up to meet certain needs and interests believed especially important.
- _____ 5. Objectives for a three to five year program have been set up with the needs in mind.
- _____ 6.

Evaluation:

_____ How well do the goals chosen make provision for meeting the important needs and interests of the people? (First 3 items)

_____ How well have annual and long-time goals been set up? (Last 2 items)

2. Basis for making the plans.

Criterion: The county extension program should be planned to achieve goals that are clearly understood and accepted by the extension workers and the people who helped with the planning.

Information needed:

1. Outline of plans made and objectives set up.
2. Statement of ways in which plans are related to objectives.
3. What part the people and extension workers took in deciding on objectives and plans.

Items:

- _____ 1. Goals are understood and agreed upon by the people and the extension workers who shared in determining them.
- _____ 2. Plans for working toward each objective set up for the year are included in the annual program.
- _____ 3. Plans have been made to start or continue work toward long-time (three to five years) objectives.
- _____ 4. Plans made are suitable for achieving chosen objectives.
- _____ 5.

Evaluation:

_____ How well were the plans for the county extension educational program made for our county?

3. Who determines the objectives and plans for the program.

Criterion: Both objectives and plans for the county program for the year and for a long-time program (three to five years) should be decided upon by agreement between the people who take part in the program and the extension workers.

Information needed:

1. Who set up the goals.
2. Who made the plans.
3. Period of time for which goals and plans were set up.
4. How the decisions were reached.

Items:

- _____ 1. Representative people share with the extension worker in deciding upon objectives for the year.
- _____ 2. Objectives for the long-time (three to five years) program are set up by joint planning of the people who take part in the program and the extension worker.

- _____ 3. Plans for the year's program were made by the people who take part in the program with help from the extension worker.
- _____ 4. Plans for the long-time (three to five years) program were set up by the people and the extension agent working together.
- _____ 5.

Evaluation:

_____ How well do the people who take part in the program and the extension worker assume the responsibility for determining the goals and plans for the programs?

4. Basis for evaluating the program.

Criterion: The accomplishments of the county extension program should be appraised in the terms of the objectives set up for the program.

Information needed:

- 1. A list of objectives set up for the program.
- 2. All available evidence of accomplishments of the program in the county, such as reports of changes in practice, in attitudes, in family or community life.
- 3. A statement of the method used in evaluating the program and how it was used to make the appraisal.

Items:

- _____ 1. A plan was made for checking on the progress made toward the objectives set up for the program.
- _____ 2. Accomplishments of the program are reported in terms of the plan provided for its evaluation.
- _____ 3. Those accomplishments of the program which can be measured statistically are evaluated in that way.
- _____ 4. Accomplishments which cannot be statistically measured, are evaluated, but in other appropriate ways.
- _____ 5.

Evaluation:

_____ To what extent are the accomplishments of the program appraised in terms of the objectives set up for it?



